

Direct Billing of Expense for Common Carriers:

Question - If an agency or institution of higher education arranges for official travel on a common carrier through a travel agency or other travel provider, must the payment be made with an Arkansas Agency Travel card?

Rule 7 Direct Billing of Expenses –

Effective date 3/01/03

Travel expenses for lodging, commercial transportation (air fare, bus, rail and rental vehicles), and conference registration may be direct billed to the state using the Arkansas Agencies Travel Card.

Subsection Direct Billing for Transportation “When common carriers (airplane, rail, rental auto, or bus) are needed to transport persons on state business, the agency should make the travel arrangements and have the agency billed directly using the Arkansas Agency Travel Card Program (Sponsored Business Travel Account). “

Answer – Yes, a Business Travel Account (BTA) would be the appropriate travel account to use for payment.

Travel arrangements may be made through a travel agency or directly with the transportation provider; on the internet, or in person. However, the Arkansas Agency Travel Card must be used in making the payment. The Arkansas Agency Travel Card program has three types of accounts (1) the Business Travel Card (BTC), Business Travel Account (BTA) and Sponsored Business Travel Card (SBTC).

Additional policy information, which may apply to the question:

The use of travel agency is discussed in **Rule 2 Standard Reimbursements for State Employees and Officials** sub-section Use of Travel Agencies “...travel agencies may be used to obtain transportation, lodging and related travel expenses.”